

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A Registry

83-0451/15

Authorizing Officials for Travel

FROM:

Daniel C. King
Director of Logistics

EXTENSION

NO.

OL 0046-83

DATE

13 July 1983

STAT
STAT

TO: (Room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA
7D24 Headquarters

2.

3. ADDA

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DDA

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DD/A REGISTRY
FILE: 100-5

13 JUL 1983

MEMORANDUM FOR: Deputy Director for Administration
 FROM: Daniel C. King
 Director of Logistics
 SUBJECT: Authorizing Officials for Travel

DD/A Registry
 83-0451/15

1. Per discussion with [redacted], the Office of Logistics (OL) proposes to retain three authorizing officials for travel-myself, [redacted]. Due to the size of the Office and the frequent need for attending meetings or visiting other components, two of us are frequently out of the office. As such, a third authorizing official is essential to quick reaction for travel requirements.

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2. In reference to blanket travel authorization, such orders are provided only for personnel assigned to [redacted] Procurement Officer: Security Staff, OL; and [redacted]. In view of the operational requirements of the units cited above, blanket travel orders are essential. Use of these orders is managed by the respective supervisors and monitored by the Executive Officer, OL.

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Daniel C. King

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OL 0046-83